Practice Dismissal Responsibility Map

Confirm the program's release process, keep the current attendance record, and have the authorized adult resolve every incomplete dismissal through that policy.

This organizational map must follow the actual program rules.

Example: One pickup arrangement differs from the verified record. The assigned adult follows the program's change-verification process while another authorized adult continues the waiting-group duty; the unresolved status stays visible.

01 Confirm the policy

This organizational map must follow the actual program rules.

Current release policy reference

Authorized dismissal leader

Permitted arrangements to verify

Policy question requiring leader review

02 Account for attendance

Use the program's real attendance and departure record.

Athletes present at dismissal

Authorized early departure record

Late arrival or attendance discrepancy

Approved location for athletes waiting

Practice Dismissal Responsibility Map / Review & follow-through

03 Assign the handoff

Give each adult a defined responsibility and escalation route.

Release checker and duty

Waiting-group supervisor and duty

Changed arrangement verification route

Late or unverified pickup response owner

04 Close truthfully

Distinguish completed releases from unresolved responsibility.

Releases actually recorded

Athlete or arrangement still unresolved

Authorized handoff of remaining duty

Specific dismissal clarification for next time